



JOB DESCRIPTION

PART-TIME ORDINANCE ENFORCEMENT OFFICER / ASSISTANT ZONING ADMINISTRATOR

NATURE OF WORK

Responsible for enforcement of zoning and general ordinances in Texas Township. The individual is exposed to confidential matters and sensitive issues, requiring discretion on the part of the employee. The pay range for this position is posted at \$25-30 per hour and will be dependent upon education and experience. This position will report to the Planner/Zoning Administrator and Township Superintendent and work approximately 22 hours per week.

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to perform any or all the following essential functions. These functions include but are not limited to all the duties, which the employee may be expected to perform. To achieve success, an individual must be able to perform each essential function satisfactorily.

1. Provide proactive enforcement and respond to complaints of alleged violations by conducting on-site inspections of public and private property to determine conformity to Township codes and ordinances.
2. Initiate compliance actions, issue warnings, and civil infractions, and makes court appearances when necessary.
3. Prepare notices of violations, letters, and reports; follow up with appropriate progressive action.
4. Conduct enforcement activities in a fair and consistent manner. Interview parties to a complaint or violation, and otherwise investigate in a comprehensive and unbiased approach. Seek voluntary compliance, where possible.
5. Maintain appropriate paper and computer records. Enter ordinance enforcement information into BS&A and maintain databases accordingly.
6. Work with Ordinance Violation Bureau Administrator and Attorney for collection of fines and other related information.
7. Assist the Planner/Zoning Administrator with a monthly report for the Township Board.
8. Report back to persons filing complaints, if so requested.
9. Respond to inquiries and provides guidance to the public regarding ordinance regulations. Resolve complex and sensitive customer service issues by phone or in writing with documented problem solving. Assist in providing adequate office coverage and customer service related to ordinance questions.
10. Assist applicants with zoning issues relevant to building permits and review applications, as requested by the Planner/Zoning Administrator.
11. Perform field inspections of residential zoning reviews.
12. Perform field inspections for nonresidential development projects for conformance with approved plans and compliance with Township regulations. Assists the Planner/Zoning Administrator in monitoring compliance with Planning Commission approved conditions.
13. Keep regular office hours as determined by the Township Board.
14. May be required to attend Township Board meetings on occasion to discuss current enforcement activities.
15. May be required to appear as a witness in court, occasionally outside of normal business hours.
16. Other duties and responsibilities as assigned by the Planner/Zoning Administrator.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

The requirements listed below are representative of the knowledge, skills, and abilities to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting accommodations.



Required:

- Must have high school diploma; 2- or 4-year college degree preferred.
- Good knowledge of office operations included related software.
- Strong verbal and written communication skills.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with citizens, Township Officials, Department Manager, employees and business associates.
- Ability to maintain attention to detail and work effectively under stress and changes in work priorities.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress.
- Possess a Valid Michigan Driver's License.
- Must be able to pass a thorough background investigation.

Preferred:

- Experience with and/or understanding of zoning and general ordinances.
- Understanding of local government operations.

The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. The employee may be required to respond to complaints in various types of weather conditions.